**CINA at George Mason University**

**SAMPLE BUDGET JUSTIFICATION TEMPLATE**

**The anticipated period of performance for this effort is:** MM/DD/YYYY - MM/DD/YYYY

**Key Personnel**

Principal Investigator – Dr. \_\_\_\_ will be responsible for leading \_\_\_\_\_\_\_\_\_\_\_ for the project. They will dedicate \_\_\_\_ effort [convert % effort into person months].

Co-Investigator – Dr. \_\_\_\_ will be responsible for leading \_\_\_\_\_\_\_\_\_\_\_ for the project. They will dedicate \_\_\_\_ effort [convert % effort into person months].

**Other Personnel**

Post-Doctoral Scholar – (To Be Named) will be responsible for \_\_\_\_\_\_ under the supervision of Dr.\_\_\_\_.

They will dedicate \_\_\_\_ effort [months, % effort, etc.).

Graduate Research Assistant (GRA) – (To Be Named). \_\_\_ GRAs are requested for $X each during the academic year and $X each during the summer. GRAs will be responsible for \_\_\_\_\_\_\_ in the project.

Student wage/non-student wage – Wage positions are requested for $X (describe # of students, anticipated hourly rate, hrs per week, etc). Students/non-student wage personnel will be responsible for \_\_\_\_\_\_\_ in the project.

The estimate of hours and/or hourly rates is furnished solely for the purpose of this proposal. It is understood that the University will not be required to maintain a record of hours of effort under any resultant award. The University operates per 2 CFR 200.430 (h) and (i), and its financial system is based on a percent of effort, not hours worked.

**FRINGE BENEFITS**

\_\_\_\_\_ University’s negotiated fringe benefit rates for Fiscal Year \_\_\_-- are applied as follows:

Faculty (Admin, Teaching, & Post-Docs) X%

Classified Staff X%

FICA Only (summer, adjunct, non-student wages) X%

Student wage X%

The rates quoted above shall, at the time of funding, be subject to adjustment, if superseding Government approved rates have been established.

Salaries, wages and fringe benefits are estimates only and will be paid and billed in accordance with University policy.

**DOMESTIC TRAVEL**

$X is requested for domestic travel to \_\_\_\_\_\_\_\_\_, or similar conferences that may benefit the project’s development and execution. Travel estimates are based on costs that were incurred on previous projects of a similar nature for federal and state agencies. All travel will be in accordance with University travel regulations and mileage will be charged at the current rate on the date of travel. Projected or anticipated conferences (subject to change pending confirmation) are noted below. (Note to PIs: Travel costs should be allotted for CINA’s Annual Meeting, and can also be allotted to technical conferences, symposia, and workshops to present the results of CINA research and interact with domain scientists and researchers relevant to the project’s scope.

* Conf A
* Conf B

**FOREIGN TRAVEL**

$X is requested for foreign travel to \_\_\_\_\_\_\_\_\_. Travel estimates are based on costs that were incurred on previous projects of a similar nature for federal and state agencies. All travel will be in accordance with University travel regulations and mileage will be charged at the current rate on the date of travel. Projected or anticipated conferences (subject to change pending confirmation) are noted below. (Note to PIs: Domestic conferences should be prioritized over international. DHS approval (via CINA) is required in advance of each foreign travel trip charged to the award. Justification for proposed international travel should be strongly tied to the support of successful project outcomes.)

* Conf A
* Conf B

**SUBAWARDS/SUBCONTRACTS**

If funded, (institution A) will make subawards/subcontracts to the following institutions:

* (NAME Subawardee/subcontractor #1): If a subcontract will be included on this project, please list the name, amount, and a brief description of what the subcontractor’s role is in support of the project.
* (NAME Subawardee/subcontractor #2): If a subcontract will be included on this project, please list the name, amount, and a brief description of what the subcontractor’s role is in support of the project.

**EQUIPMENT (OVER $5K PER SYSTEM)**

Funds are requested for X. The equipment below is needed for X project needs. (Note to PIs: If requesting equipment, list each anticipated piece of equipment specifically, and describe the specific need for the project. To be considered equipment, the items must cost more than $5K individually, or have a total fabricated system cost of more than $5K and have a useful life of more than one year. Anything less than $5k is considered other direct costs. For equipment over $5k, advance DHS approval (via CINA) is required before purchase. A quote should be provided with the final request.)

* Equip type/specification/cost estimate
* Equip/type/specification/cost estimate

**OTHER DIRECT COSTS/MATERIALS AND SUPPLIES**

$$ is requested for the following cost items: \_\_\_\_\_ (Note to PIs: Outline anticipated project supply and expense items that are project specific, reasonable and necessary for the performance of this work, and readily allocable to this project. Computing or project-specific technical items (such as laptops) that cost under $5k belong in this category (rather than equipment). General expenses (i.e., office supplies, office phone charges, etc.) are considered overhead (F&A) costs, are generally not attributable to one specific project, and should not be charged to the award without prior approval and project-specific justification)

**GRA Health Insurance & Institutional (Tuition) Allowances**

Tuition is requested for each GRA/student supporting the project during the academic year, for X credits at a rate of $X/credit; an X% escalation rate will apply each year to tuition. A mandatory student fee of $X per credit hour is also included.

Full-Time Graduate Student Health Benefits are budgeted at $X/year for students who meet the minimum requirements.

**FACILITIES AND ADMINISTRATIVE COSTS (F&A)**

\_\_\_\_ University has an F&A rate of X%, Modified Total Direct Costs (MTDC), predetermined by the Office of Naval Research.The total indirect amount budgeted for this project is$X.